

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

Guwahati – 781 039, Assam

Phone: (0361) 2582065, 2582069: : Fax : (0361) 2692771



TENDER DOCUMENT

NIT NO: IITG/IPM/NIT/FY22-23/18 Dated 02.08.2022

NAME OF WORK

Providing of office cabins for the office staff of Chemistry department at Academic Complex.



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NOTICE INVITING TENDER

No. IITG/IPM/NIT/FY22-23/18 Dated 02.08.2022

Sealed tenders are invited in single bid from the registered and experienced contractors for the following works. Tenders will be received up to 2-30 p.m. on 25.08.2022 and will be opened on the same day at 3.00 p.m. in presence of intending tenderers or their authorized representatives. In case, the day of submission of the tender happens to be a holiday on account of Govt. notification and tender cannot be received or opened; the tender shall be received or opened on the next working day at 3.00 p.m. for which no separate communications will be made. Other terms & conditions are enclosed herewith.

Name of Work	Providing of office cabins for the staff of Chemistry department at Academic Complex.
Earnest Money	₹10,000.00 (Rupees Ten thousand Only)
Date of availability of tender paper in IITG website	From 16.08.2022 to 25.08.2022
Last Date & time for Submission	Upto 2.30 p.m. on 25.08.2022
Date & time for Opening	At 3.00 p.m. on 25.08.2022
Cost of Tender document	₹500.00 (Rupees five hundred Only)
Time of completion	Thirty (30) days from the date of handing over of the site.

Qualifying criteria for participating in the Tender:

1. The contractor/ firm should have valid Registration in CPWD, BSNL, APWD, Railways, MES, Central PSUs & other Govt. / Semi Govt. Dept. / Govt. Autonomous Body.
2. Minimum Annual Turnover from Construction works during last 3 consecutive years should not be less than **₹1.48 lakh** during the immediate last three consecutive years.
3. Shall have experience in execution of civil works involving aluminium partition works completed satisfactorily during the last seven years as follows:
 - (i) One work of value not less than **₹ 3.94 lakh** against a single work order or (ii) two work of each value not less than **₹ 2.95 lakh** each against two separate work order or (iii) three work of each value not less than **₹1.97 lakh** each against three separate

work order in Govt. / Semi Govt. Department/ Govt. Autonomous Body during last seven years.

4. PAN no. and GST Registration.
5. Tender document shall be downloaded from IIT Guwahati website (www.iitg.ac.in) only from 16.08.2022 to 25.08.2022.
6. Submitted tender paper (duly signed on all pages) must be accompanied by the attested copies of the qualifying documents as stated above along with (a) Copy of PAN card (b) GST Registration certificate., (c) **DD/BC of ₹ 500.00 (Rupees One thousand only) as a cost of tender paper** (non-refundable) in favour of "IIT Guwahati" payable at 'Guwahati' (d) **DD/BC of ₹ 10,000.00 (Rupees Ten thousand only) as a EMD** in favour of "IIT Guwahati" payable at 'Guwahati' should be submitted along with the Tender document. **Price bid shall be submitted with separate sealed envelope and marked as "Price-Bid" This price bid envelope along with all other necessary documents should be sealed in another envelope which should be submitted in tender box. Over that envelope details of name of work, NIT no and contractor name should be properly written.**
7. Any further clarification including corrigendum, addendum, amendments, time extension etc. to the above tender will be posted in the website only. Bidders should therefore regularly visit the website www.iitg.ac.in/iitg_tenders_all

The IIT Guwahati does not bind itself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason thereof.

HoS (Engineering)

Special Terms & Conditions

The present scope of work under this contract shall include “Providing of office cabins for the staff of Chemistry department at Academic Complex”.

1. The scope of this contract shall include civil works involving aluminium partition work, repainting, and floor polishing etc. The Contractor shall provide all necessary materials, equipment, labour etc. for the execution and maintenance of the work till completion unless otherwise mentioned in this tender document. All materials required for the work shall be as per technical specifications and approved by Engineer-in-Charge prior to procurement and use.
2. Rates shall be quoted in the Bill of Quantity (BOQ) furnished in figures and in words. If there is any variation between the rates quoted in figures and rates quoted in words, the rates quoted in words shall be considered.
3. The rates shall be firm up to the completion of work. No price escalation will be paid on any account.
4. The work shall be completed within **30 (Thirty) days** from the date of handing over of the site.
5. The rate shall be inclusive of all taxes **including GST (@ 18%)**, Royalty, loading, unloading and transportation etc. of all the materials to work site at IITG campus, Guwahati-39. All taxes as applicable to the work as per state/central government shall be deducted from the bills.
6. All the pages of the tender document shall be signed and dated at the lower right hand corner by the tenderer. If the tender is signed by a person holding power of attorney, power of attorney authorizing him to sign on behalf of the tenderer should be submitted along with the tender.
7. The documents submitted along with the application for tender in respect of Experience, registration will be verified by the Institute with respect to that stated in the NIT for qualifying for the tender. If after verification any such data/ information are not found true or has attempted to conceal any unfavorable data/ information, his/her tender shall be summarily rejected.
8. The owner reserves the right to take inputs regarding performance of a bidder on any similar work (on-going or completed) from a client whether disclosed in the tender or not. If any such report from the client is found to be unsatisfactory, the tender is liable to be rejected.
9. Any tender submitted without the qualifying documents mentioned in the relevant clause of NIT, it shall be considered as incomplete tender and the tender will be rejected for which no communication will be made.
10. In case the work involves electrical works, the contractor must have electrical contract license and if the contractor does not have such license they should submit and undertaking to engage a party which fulfills the qualifying criteria. In such cases, Electrical License with his acceptance to take up the work shall be submitted.
11. The contractor shall arrange all the plants, equipment, machineries etc. required for the works for which no extra charges will be paid.
12. The contractor will arrange for water and electricity at his own. However, the Institute may provide electricity on the request of the contractor on payment basis under the terms and conditions fixed by the institute.
13. Care shall be taken by the contractor to avoid damage to any part of the building or its finishing.

He/they shall be responsible for repairing all damages and resorting the same to their original finish at his own cost. He / they shall also remove at his own cost all unwanted wastage and materials arising out of his work from the site.

14. Any abnormal rate quoted in the tender will summarily be rejected for which no communication will be made.

15. **Payment of Bills:** The successful bidder will submit their Running Account Bill as per progress of work and actual execution. Site Engineer will prepare RA Bill for release of payment subject to his satisfaction in progress of work.

After successful completion of work, as per specification and requirement, the contractor must submit their Final Bill including detail measurement along with Forest Department or other department clearance if necessary within one month from the date of completion of work. On submission, the site engineer will prepare the bill subject to his satisfaction and put up for payment within fifteen days.

16. **Defect Liability:** Twelve (12) Month's Period of Liability from the Date of Issue of Completion Certificate

(i) The Contractor shall guarantee the installation/work for a period of 12 months from the date of issue of completion certificate. Any damage or defect that may arise or lie undiscovered at the time of issue of completion certificate, connected in any way with the equipment or materials supplied by him or in the workmanship, shall be rectified or replaced by the Contractor at his own expense as deemed necessary by the Engineer-in-Charge or in default, the Engineer-in-Charge may cause the same to be made good by other workmen and deduct expenses (of which the certificate of Engineer-in-Charge shall be final) from any sums that may be then or at any time thereafter, become due to the Contractor or from his security deposit, or the proceeds of sale thereof, or of a sufficient portion thereof.

17. **Performance Guarantee: Performance Bank Guarantee (PBG):**

i) The successful bidder shall submit an irrevocable Performance Guarantee of 3% (Three percent) of the tendered amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement, (not withstanding and/or without prejudice to any other provisions in the contract) within 15 days from the date of issue of letter of acceptance. This period can be further extended by the Engineer-in-Charge on written request of the contractor stating the reason for delays in procuring the Performance Guarantee, to the satisfaction of the Engineer-in-Charge. This guarantee shall be in the form of Banker's Cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay Order of any scheduled bank or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the form annexed hereto. In case a fixed deposit receipt of any Bank is furnished by the contractor to IITG as part of the performance guarantee and the Bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to IITG to make good the deficit.

ii) The Performance Guarantee shall be valid up to the stipulated date of completion plus minimum 12 months beyond that. To cover the defect liability period of 12 months of the work, the Performance Guarantee shall be retained as Security Deposit. The same shall be returned after expiry of the defect liability period without any interest.

iii) The Engineer-in-Charge shall not make any claim under the performance guarantee except for amounts to which IITG is entitled under the contract (not withstanding and/or without prejudice to any other provisions in the contract agreement) in the event of:

- a) Failure by the contractor to extend the validity of the Performance Guarantee as described herein above, in which event the Engineer-in-Charge may claim the full amount of the Performance Guarantee.
 - b) Failure by the contractor to pay IITG any amount due, either as agreed by the contractor or determined under any of the Clauses/Conditions of the agreement, within 30 days of the service of notice to this effect by Engineer-in-Charge.
 - iv) In the event of the contract being determined or rescinded under provision of any of the Clause/Condition of the agreement, the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of IITG.
18. All legal disputes will be subjected to jurisdiction of Gauhati High Court only.
19. All Specification of the work will be followed as per CPWD manuals or manufacturer specification.
20. If the lowest bid is below 10% of the estimate, additional initial security deposit of value by which the quote is below 10% of the estimate will have to be submitted by the bidder along with Performance Guarantee within 15 days from the date of issue of Letter of Intent offering the work. The additional security deposit shall be refunded immediately after completion of the work. In case the lowest bidder is not able to complete the work, the security deposit and the additional security deposit will be forfeited and the contractor will be debarred for 2 years from participating in the tenders floated by the Institute after issuing a show case notice.
21. The initial and additional security deposit will be in the form as specified in the tender. In case the lowest bidder fails to submit the initial security deposit and the additional security deposit within the stipulated time, the offer will be cancelled and their EMD will be forfeited. In such case, the work will then be offered to the next lowest bidder (L2) at L2's rate and so on.
22. Lowest quotes above 10% of the estimated cost will not be accepted in any case and fresh tender will be invited.
23. All other terms & conditions shall be as per provision of General Conditions of Contract followed by the institute.

HoS (Engineering)

Date:

To,

The HoS (Engineering)
Indian Institute of Technology Guwahati
Guwahati – 39

Sub: Submission of tender for the “Providing of office cabins for the staff of Chemistry department at Academic Complex”.

Sir,

I/we do hereby submit our tender for “Providing of office cabins for the staff of Chemistry department at Academic Complex”, as per Notice Inviting Tender No IITG/IPM/NIT/FY22-23/18, Dated 02.08.2022. The rates quoted by me / us are for the whole work in accordance with Notice Inviting Tender and Terms & Conditions.

Name of Firm/ Contractor:

Address for correspondence:

Signature of Contractor with seal:

Date:

Contact Phone No –

Email id:

Enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.

FORM 'A'

FINANCIAL INFORMATION

Financial Analysis – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Years

Year	2019-20	2020-21	2021-22
Gross Annual turnover on construction works ₹ in lakhs			
Profit / Loss.			

* The bidder should give information strictly in above format.

Signature of Chartered Accountant with Seal

Signature of Bidder(s).

FORM 'B'

DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED
DURING THE
LAST SEVEN YEARS ENDING PREVIOUS DAY OF LAST DATE OF
SUBMISSION OF TENDERS

S. No	Name of work/project and location	Owner of sponsoring organization	Cost of work	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/arbitration cases pending /in progress with	Name and address /telephone number of officer	Whether the work was done on back to back basis
1	2	3	4	5	6	7	8	9	10

* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Bidder(s)

FORM "C"

Compliance to requirement of tender documents:

We confirm that our tender complies with the total techno-commercial requirements of bidding document without any deviation.

Signature of Company/ Contractor

FORM "D"

TENDER VALIDITY

Tender shall remain valid for acceptance for a period of 120(One hundred twenty) days from the date of opening of the tender. The tenderer shall not be entitled during the said period to revoke or cancel his tender or to vary the tender given or any term thereof. In case of tenderer revoking or cancelling his tender or varying any term in regard thereof, the OWNER shall reject the tender. Tender shall be revalidated for extended period as required by Owner in writing.

Signature of Company/ Contractor

LIST OF APPROVED MANUFACTURERS/BRAND NAMES OF VARIOUS BUILDING MATERIALS:-

Name of Materials	Manufactures / Brand names
Aluminum extruded sections for doors and windows	HINDALCO, INDAL, JINDAL or equivalent by weight
Anodized aluminum fittings for doors and windows	Crown, Alans, Classic, Argent, Bharat, IPSA.
Pre-laminated particle board exterior grade-confirming to I.S: 12823-1990.	Nova pan, Kit ply, Ancholam, Greenlam, Bhutan Board, Archid, Fiden Ply
Glass panes / sheets	Modiguard, Pelingston, Tata float, Saint Gobain, Asahi, AIS
Acrylic distemper & primer and factory made putty	ICI, Asian Paints, Berger, Jenson & Nicholson, Nerolac
Synthetic Enamel Paint	British Paints, Nerolac, Jenson & Nicholson, Asian Paints, Berger.

NOTE: Samples of all items shall be got approved from Engineer-in-Charge before bulk purchase.

**EVALUATION PROCEDURE FOR TECHNICAL BID TO QUALIFY FOR OPENING
OF PRICE BID**

TENDER TECHNICAL QUALIFICATION CRITERIA

Sl. No.	Qualifying Criteria	DOCUMENTS REQUIRED FROM THE BIDDER
1	Total tender document including addenda, corrigendum etc.	Complete set of the tender document downloaded duly filled in and signed by the tenderer as prescribed in different clauses of the tender document with all addenda/corrigenda issued duly signed.
2	Certificate of registration with Govt. / Semi Govt. Dept. / Autonomous Body.	The contractor/ firm should have valid Registration in CPWD, BSNL, APWD, Railways, MES, Central PSUs & other Govt. / Semi Govt. Dept. / Govt. Autonomous Body. Valid registration certificate
3	Cost of tender paper of ` 500.00	Shall be deposited along with the tender in the form of Demand draft/ Banker's cheque in favour of 'IIT Guwahati' payable at 'Guwahati
4	Work experience Shall have experience in execution of civil works involving aluminium works completed satisfactorily during the last seven years as follows: (i) One work of value not less than ` 3.94 lakh against a single work order or (ii) two work of each value not less than ` 2.95 lakh each against two separate work order or (iii) three work of each value not less than ` 1.97 lakh each against three separate work order in Govt. / Semi Govt. Department/ Govt. Autonomous Body during last seven years.	Satisfactory completion certificates supported by respective Work order / detailed BOQ/ final bill etc. for works executed in Govt./ Semi Govt. Department/ Govt. Autonomous Body.
5	Minimum Annual Turn Over from construction works during last 3 consecutive years shall not be less than ₹ 1.48 lakh .	Certificate of Financial Turnover for the last three years from Chartered Accountant or Audited Balance sheet for the last three years
6	Earnest Money of ` 10,000.00	Shall be deposited along with the tender in the form of (Demand draft/ Banker's cheque in favour of 'IIT Guwahati' payable at 'Guwahati)
7	GST Registration	GST registration certificate should be submitted.
8	PAN no. of the Company/ Firm	Copy of PAN Card

BILL OF QUANTITIES

